

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: February 19, 2009

PERSONNEL LETTER #09-009
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **FURLOUGH PROGRAM**

The State Controller's Office (SCO) has processed all of the employment history (EH) mass updates to add the negative furlough pay differential earnings identifiers (EIDs) to the EH records of employees subject to the furlough program. The SCO staff are currently processing the EH transactions for records that need to be processed manually. See Personnel Letters #09-005, #09-006 and #09-007 for the information regarding the updates.

This letter is to remind departments that for full-time/part-time employees with an appointment/separation/leave transaction with an effective date greater than 01/30/09 (or 02/01/09 for statutory employees), the furlough pay differential EID is not being posted to the employees' record. It is the departments' responsibility to treat the furlough time for the February 2009 pay period as dock time and process the Absence Without Pay transaction via the PIP system to reduce the employee's time worked. If the employee has separated or placed on a leave in the February 2009 pay period, the time to be paid (PAR item 606) on the separation/leave transaction should be reduced by the furlough time when appropriate.

The department should then process a 350 transaction effective the first of the March 2009 pay period, 03/01/09, to add the negative furlough pay differential EID to the above employees' EH record unless separated or on a leave. This processing information is contained in the attachment to Personnel Letter #09-006 and should be applied when there is a mid-month appointment, separation, or leave.

Questions regarding the furlough program and EH/payroll processing information can be directed as follows:

SUBJECT	CONTACT	TELEPHONE NUMBER
Furlough Program (e.g., rules, regulations benefits/pay impacts)	DPA	(916) 323-3343
Employment History Mass Update	Jenny Drennan	(916) 322-6515
Employment History PAR Procedures	Personnel Operations Liaison Unit	(916) 322-6500

General Payroll

Payroll Liaison Unit

(916) 323-3081

Disability Payroll
Procedures

Disability Telephone
Liaison

(916) 322-3619

DS:PMAB:jd